



TRANSMATE

Transport Management Software

FREIGHTMATE · FLEETMATE · PAYMATE · STOREMATE · DISPATCHMATE

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PAYMATE

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OVERVIEW

The Norcom payroll system is an easy to use payroll package, suitable for general payroll purposes, but with the flexibility to accommodate transport requirements.

No matter whether you are paying your employees by hour, trip, kilometre, day rate or shift rate, Paymate can handle it.

You are able to set up standard pays, by linking pay types to the individual employees and have trip rates etc calculate automatically by setting up vehicle/trip/configurations.

NOTE : IT IS EXTREMELY IMPORTANT THAT THE SETUP OF THE EMPLOYEE AND ASSOCIATED ADDITIONS AND DEDUCTIONS IS CORRECT AND THAT YOU BALANCE EACH PAY TO THE PAYROLL YEAR TO DATE REPORTS AND THE GENERAL LEDGER.

OPERATOR PROMPTS

Add Button



The add button enables you to add new records into a file. To add a record, select the add button, this will give you a clear data screen to enter your new information. Use the TAB key to enter through the fields. Select the save button to save your record.

Edit Button



The edit button enables you to edit existing records. To edit an existing record, select the record, make the necessary changes and select save. You cannot alter any codes that have been set up; you can only alter the information relating to the code.

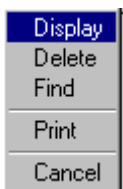
Browse Button



The browse button will allow you view all of the information entered into the current option. The browse button will open the browse screen; you can then use the mouse to scroll through the records that are displayed on entry of this option. To view an entry, highlight it using the mouse and then click on display.

In most browse screens, you also have the ability to sort your information. To do this, click on the headings of the grid, these are usually shown in blue. The heading will change colour to red and the information will then be sorted by the selection you have made, eg. Date, customer, invoice number.

Browse Popup Menu



Right mouse clicking on the grid in the browse options accesses the above popup. These functions of these options are the same as selecting the buttons.

GoTo Button



The goto button allows you to jump from record to record without using the browse screen and is a quick way to display the record that you are looking for. To display a record using the goto button, select the goto button, type in a code or description of the record you wish to display and select the goto button. Your record will now show on the screen.

Save



The save button will save the information you are entering. You can only save if all of the required information has been entered. Some master files require mandatory information to be entered before you can save the record.

Cancel



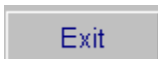
The cancel button enables you to terminate an entry you are adding or editing. If you are adding a record, the information will not be saved, and if you are editing a record, the original information will be saved.

Delete



The delete button allows you to delete existing records that are not updated to general ledger. For Master records this option will only allow you to delete if there are no records attached to the file. For data entry records, you can only delete entries that have not been updated to general ledger. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete a record by using the "right mouse clicking" method.

Exit



The **exit** button will close the option you are in.

?



This button will open online help.

Display



The Display button will open the data entry screen at the record that was highlighted on selecting the display button. You can also display a record by using the "right mouse clicking" option on the record to bring up a popup menu.

Print



The print button allows you to print reports from the options such as you master file information reports. The print option will only print the selection criteria displayed on the screen. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

Update



The update button will update the transactions entered to relevant parts of the system. It will update invoices to customers and contractors, vehicle revenue to your fleet cost reports and customer, creditor and cashbook transactions to general ledger.

Find



The find button enables you to search for records via a key word or characters in the browse screens. To find a record, select the find button and type in a relevant key word, select the search button. To view the search results select view. Highlight the record you wish to view and select display.

Next Page Buttons



The next page button allows you to go to the next or previous page in multiple page options. You can also go to the next page by selecting the tab at the top of the page.

Select All



The **select all** button will select all of the information in the list box.

Multi Selecting

In some areas of the system, it is possible to multi select records. There are three ways of multi selecting.

a) Select blocks of data.

To select a block of data, use the mouse to select the first record in the block, hold down the shift key and use the mouse to select the last record in the block that you wish to select.

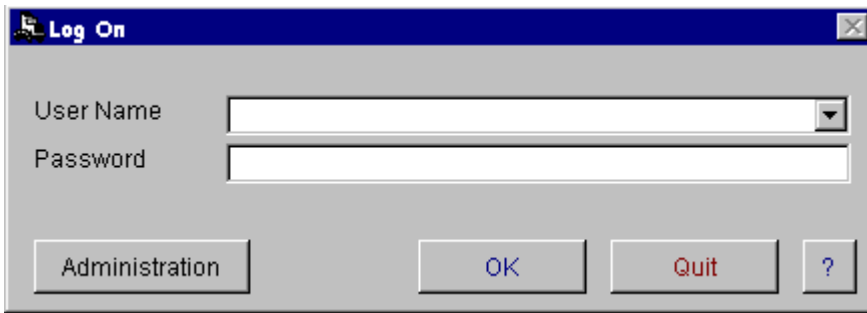
b) Select individual records to create a block of information.

To select individual records to create a block, hold down the shift key and use the mouse to select the records.

c) Select all and deselect unwanted records

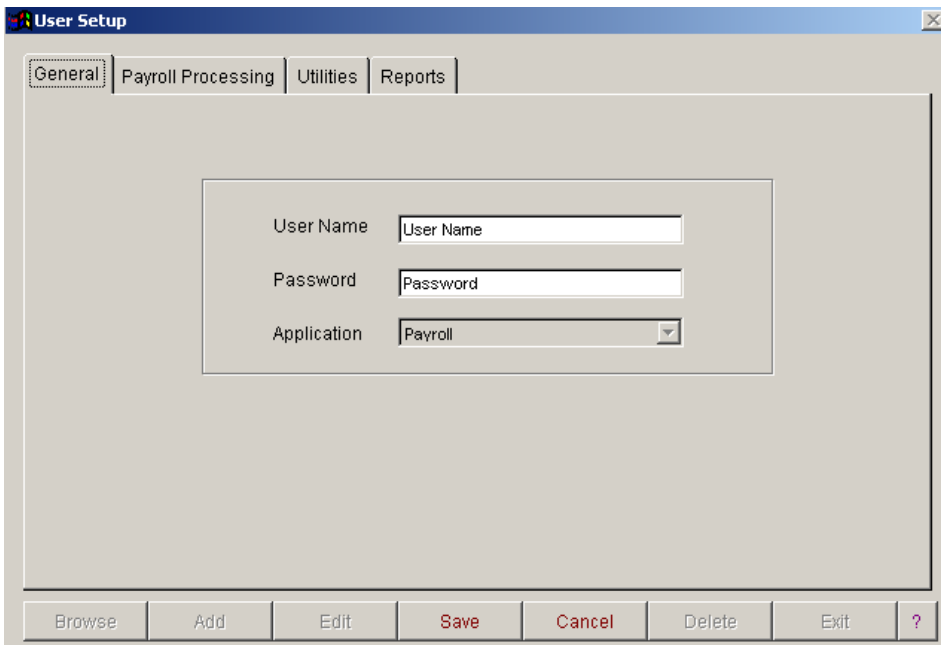
Choose select all option, then holding shift key down and with the mouse click on entries that you wish to delete from the list.

USER SETUP



The user profile will initially be setup with a generic user on installation of the software, and instructions on how to access this option will be advised to a person of authority as determined by the purchaser.

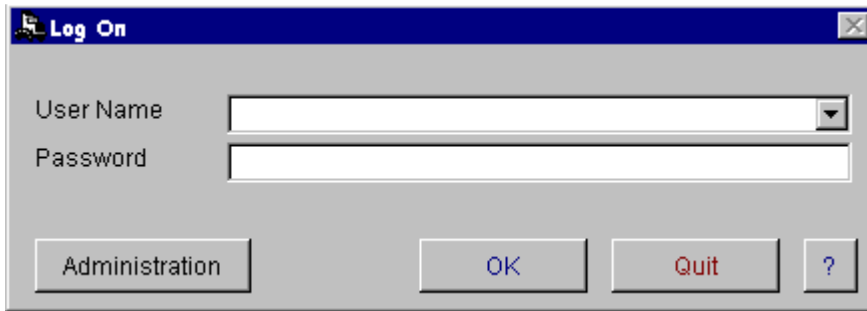
This option allows you to set-up your employees with a user profile and applies security access to the menu options. To access this option select the '**administration**' button and enter the password provided by Norcom, then select the **browse** button and **add** to enter a new user profile.



Users must be set up with a unique alpha/numeric user name to access the program. You can use the same user name for different applications. E.g. If you have a person using multiple modules in the Transmate suite you can have the same user name for each. Passwords are optional and case sensitive, but for security of your business, we recommend passwords be used and these be set up with 1-2 staff members only having access to the setup and knowledge of the passwords.

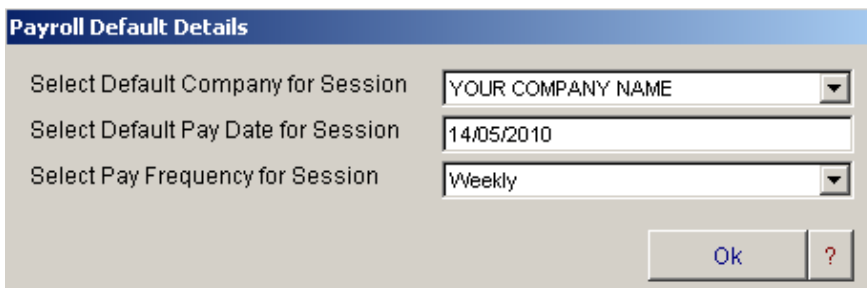
To add a new user, select add. Enter the user name, password if required and application. Next, select the tab at the top of the screen for the appropriate application. You are now able to allocate access to menu options for the user by placing a tick in the check box. Continue across all tabs until all required check boxes are ticked. If the check box is not ticked, the user will not be able to access that option from the menu. Before editing and deleting an existing user, ensure that they are not using the application that you are about to make changes to in their user file. When finished, select save.

GETTING STARTED

A screenshot of a 'Log On' dialog box. It has a title bar with a close button. Below the title bar, there are two input fields: 'User Name' and 'Password'. Below these fields are four buttons: 'Administration', 'OK', 'Quit', and a help button with a question mark.

To begin using the Paymate system you first select the application you wish to use. The log on screen will appear. You must log on with a User Name and password as setup in the user profile, and then click OK.

After logging on you need to select your Company name.

A screenshot of a 'Payroll Default Details' dialog box. It has a title bar. Below the title bar, there are three input fields: 'Select Default Company for Session' (with 'YOUR COMPANY NAME' selected), 'Select Default Pay Date for Session' (with '14/05/2010' entered), and 'Select Pay Frequency for Session' (with 'Weekly' selected). Below these fields are two buttons: 'Ok' and a help button with a question mark.

After gaining access to the Paymate system and before commencing to use the system, you will need to set up your master files. Master files are shared throughout the modules of the Transmate system. These include company records, chart of accounts, departments, route codes, vehicles and employees.

MASTER FILE ORDER OF ENTRY

The most important master file in the Transmate system is the Chart of Accounts, which can be set up in Freightmate and Accountmate. A standard chart of accounts has been included in the program, and we suggest that you carefully check that the chart of accounts is suitable for your business. You are able to add, delete or alter the list provided, or if preferred you can replace the standard chart of accounts with your own, but this must be done prior to entering of any other data into the Transmate software.

The second most important master file is the Company record; when a new system is installed, minimal information is entered. You will need to check that the company record has the correct company name, address, telephone numbers, etc as this information is used for generating all stationery. You will also need to ensure that all the default general ledger code fields have been filled in, making sure that the numbers in these fields relate to the chart of accounts you have set up, as this information is used when generating transactions.

It is preferable to have the options in the Utilities Menu set up prior to entering any other master files, as these 'types' and 'categories' can then be used in the master files to sub-categorize the records in the master files.

From Utilities Menu

- Departments (the first master file to set up)
- Company (used in all data entry)
- States (used in most master files)

- Route codes (used in payroll entry and consignment entry)
- Driver Rates (used in payroll entry)
- Driver Trip Rates (used in payroll entry)
- Vehicle configuration (used in payroll entry)
- Driver Incident Reasons (used in employee records)
- Training Categories (used in employee records)
- Sales Areas

Once these 'utilities' have been set up, you can then proceed to create the employee, pay types and additions/deductions master files found in the File Menu.

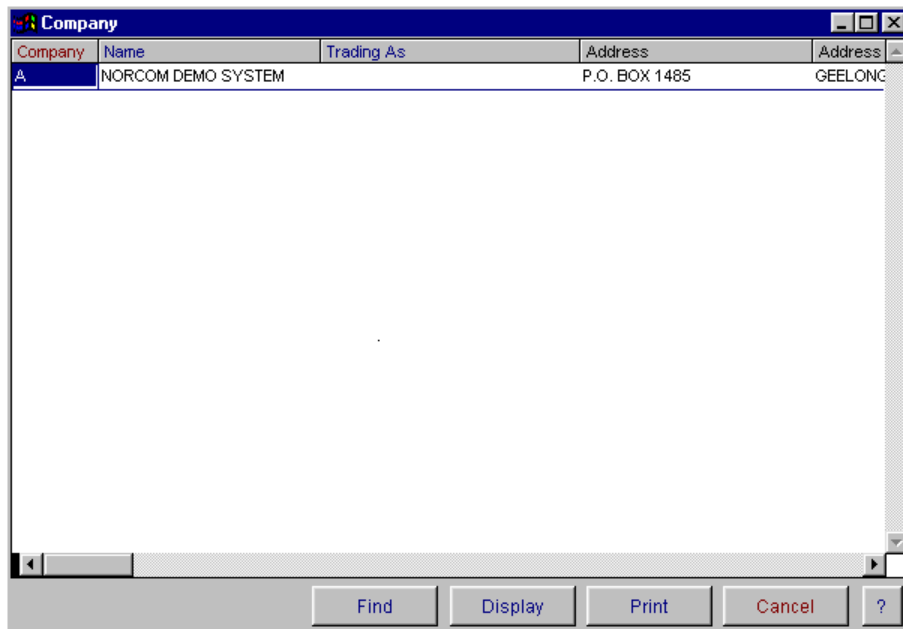
UTILITIES MENU

The utilities menu is used for entering of master files, some may be generic and accessible throughout the Transmate suite of modules, and others will be specific to the module that they relate to. The setup of these utilities will enable ease of entry by linking company, department, state, route code, driver rates, and vehicle configuration details to employees' rates of pay. When initial setup of Paymate is done any brought forward balances can be entered into the year to date adjustments option, ensuring a seamless transition to Paymate. Using your mouse select the option you wish to use.

COMPANY RECORDS

The company records option is used to store all relevant company data for producing system-generated invoices, purchase orders, repair orders, with company details, address, telephone numbers, and ABN number. This option also records important data such as default general ledger accounts, bank account details, superannuation guarantee %, all in one central area necessary to ensure accurate posting of transactions to the general ledger for and financial reporting and letterhead details for producing documents.

Company Browse



The Company file browse window displays some of the information entered into the Company master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

To add a company record, select the display button and then select add.

General

There are multiple data screens for setting up your company details. The first is the general information screen for recording trading name, address and telephone numbers. The information printed on your company stationery is collected from this section of the database.

Please ensure that only the following characters are used in the address details. A-Z, 0-9, space, &, /, apostrophe, ", and hyphen. Please make sure that there are no full stops. Suburb, state and postcode details are to be in correct fields not in the first address line.

To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or use your mouse to click on the page tab at the top of the screen.

Accounting

The second screen is for the setting up of your fiscal year, fiscal month, departments and general ledger default codes. An entry must be made in each field of this screen to ensure that all information flows to the general ledger correctly.

Accounting Continued

The screenshot shows the 'Company' software window with the 'Accounting' tab selected. The 'Account Cont.' sub-tab is active, displaying the following fields:

GST		Accounts Continued	
GST Registered ?	YES	Wine Tax	888
ABN	27352338309	Luxury Car Tax	889
Branch Number	001	Sales Tax	886
GST Percentage %	10.00	PAYG With Holding Tax	894
GST Default Account	887	PAYG Tax Installment	885
With Holding Tax %	48.50	FBT Tax	892
GST Inclusive %	11.00	Deferred Company Tax	893
ATO ECI File Version	FEMPA010.0	Superannuation Control	
Fuel Rebate Revenue		Superannuation Expense	
Fuel Rebate Control		Workcare	
Fuel Rebate Department			

Buttons at the bottom: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit.

The third screen is for setting up of general ledger codes and tax information relevant to reporting of the Business Activity Statement for the tax department. It is essential that the fields relating to GST and withholding tax are completed correctly so that the information can be collected for BAS reporting and also to ensure that all information is properly updated to the general ledger.

ABN – Should be entered in the format of numbers only with no spaces.

Branch – Some companies have a branch allocated by the ATO. If you are unsure please check with your accountants as this field is required when creating the EMPDUPE file for the ATO when submitting the PAYG summaries.

ATO ECI File Version – insert the ECI version you are currently using. If this field is left blank the system will default to Version.10

Auto Numbering

The screenshot shows the 'Company' software window with the 'Auto. Numb.' sub-tab selected. The window displays the following fields:

Consignment Number	1000606
Invoice Number	164
Repair Order Number	118
Purchase Order Number	59
Manifest Number	100186
Export Receival Advice Number	0
Debtors Credit Number	23
Debtors Debit Number	18
Debtors Invoice Number	A 22
Contractors Recipient Invoice	24
Repair Order Invoices	W 11
Customer Service No.	5
Remittance Number	47

IMPORTANT !!!
If you have cancelled an invoice from Freightmate, PLEASE DO NOT alter the invoice starting number so you can use the invoice number again. If you do this, problems will arise in the system that you will be unable to correct.
This applies to all start numbers. If you have any queries regarding this please call Norcom.

Buttons: Edit Auto Numbering Information Only, Save Auto Numbering Information Only.

Checkboxes:
 Do not have leading zeros on manifest number.
 Do not have leading zeros on consignment number.
 Do not have leading zeros on Storemate Movement.

Buttons at the bottom: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit.

The fourth page is for setting up of your computer generated numbering system. This page has separate editing access to the rest of the Company records. Once the starting numbers have been set, these **should not** be altered as problems can arise in all areas of the system if the numbers are duplicated.

Other

The screenshot shows the 'Company' software window with the 'Other' tab selected. The company name is 'NORCOM DEMO SYSTEM'. The 'Other' tab contains the following fields and options:

- Bank: CBA
- Bank I.D: 111111
- BSB: 062-506
- Our Account Number: 123456789
- Group Tax Number: .
- Chep Account Number: [empty]
- FreeCargo ID: [empty]
- Send FreeCargo Email To: [empty]
- My Email that the Freecargo Data will come To: [empty]
- This is the main Company of all my Companies:
- StoreMate - Allow for multiple Products per Location:
 - Charge by Product:
 - Charge By Product Type:
- Notional Tax Amount: 0.00
- Tax Installment Rate: 0.00
- Base Installment Income: 0.00
- PPS Payee Number: - -
- Super Guarantee %: 9.00
- Termination Tax %: 0.00
- POD Location: [empty]

The bottom navigation bar includes: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, and Exit.

The fifth screen is for the recording of your company bank for the purpose of creating an EFT file for uploading to your banking software, and super guarantee % for calculating of superannuation within the payroll system.

Footer Notes

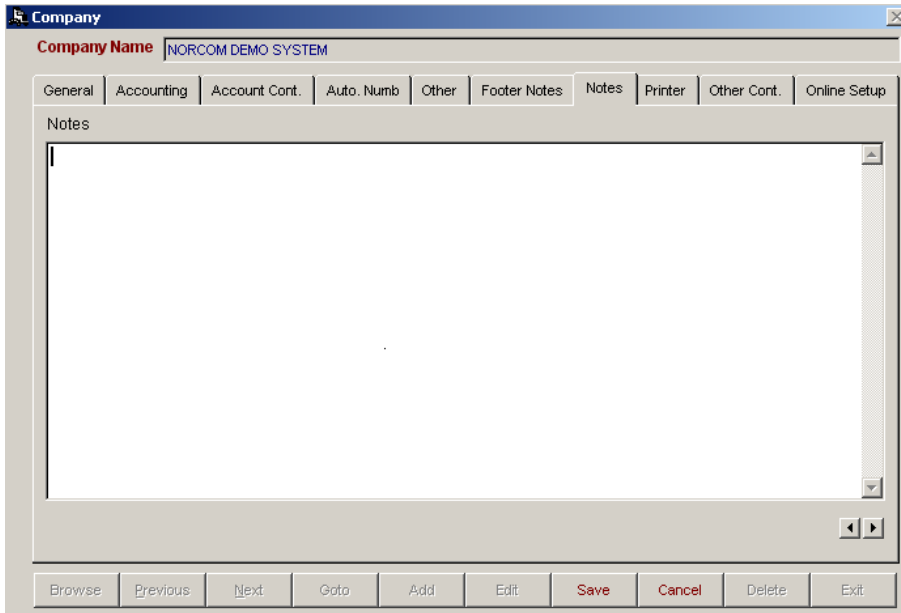
The screenshot shows the 'Company' software window with the 'Footer Notes' tab selected. The company name is 'NORCOM DEMO SYSTEM'. The 'Footer Notes' tab contains the following sections:

- Invoice Notes: [empty text area]
- Statement Notes: [empty text area]
- Manifest Notes: [empty text area]
- Payroll Payslip Notes: [empty text area]
- POD Return Instructions: [empty text area]
- Office Use Only: [empty text area]

The bottom navigation bar includes: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, and Exit.

In the sixth screen you have the ability to enter footer notes which will print out globally on all documents generated. You also have the option in the employee master file to print individual notes for a particular employee that will print at the bottom of their individual payslip.

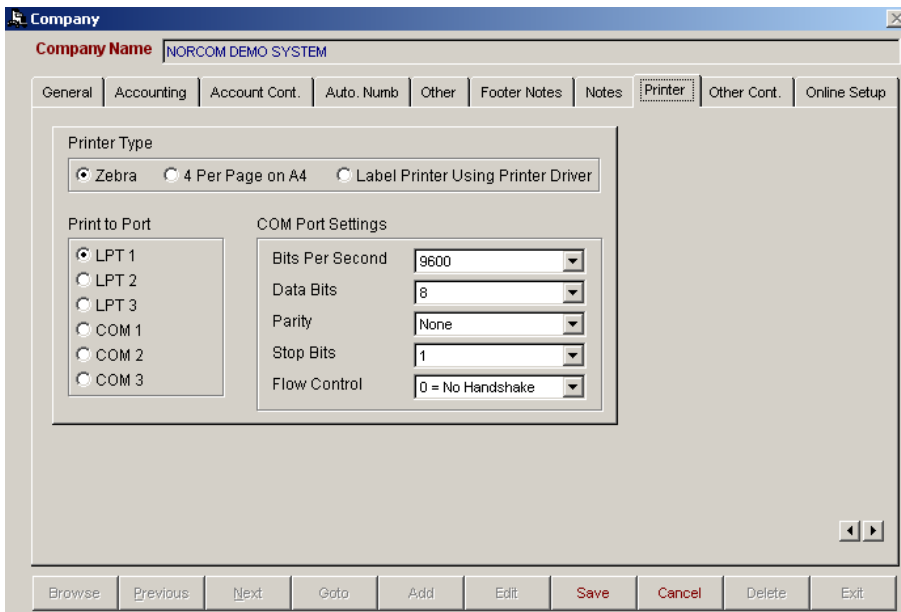
Notes



The screenshot shows a window titled "Company" with a blue title bar. Below the title bar, the "Company Name" is set to "NORCOM DEMO SYSTEM". A series of tabs are visible: "General", "Accounting", "Account Cont.", "Auto. Numb", "Other", "Footer Notes", "Notes", "Printer", "Other Cont.", and "Online Setup". The "Notes" tab is currently selected, displaying a large, empty text area for entering notes. At the bottom of the window, there is a row of buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

The seventh screen can be used for the recording of any general information.

Printer



The screenshot shows the same "Company" window, but with the "Printer" tab selected. The "Company Name" remains "NORCOM DEMO SYSTEM". The "Printer" tab contains the following settings:

- Printer Type:** Radio buttons for "Zebra" (selected), "4 Per Page on A4", and "Label Printer Using Printer Driver".
- Print to Port:** Radio buttons for "LPT 1" (selected), "LPT 2", "LPT 3", "COM 1", "COM 2", and "COM 3".
- COM Port Settings:** A group of dropdown menus:
 - Bits Per Second: 9600
 - Data Bits: 8
 - Parity: None
 - Stop Bits: 1
 - Flow Control: 0 = No Handshake

At the bottom of the window, the same row of buttons is present: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

The printer setup option is used for some of our clients that use label printers. This information does not need to be entered unless advised by Norcom.

Other Continued

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | Notes | Printer | **Other Cont.** | Online Setup

PayMate Pay Slips - Entitlements

Show Annual Leave Show RDO's

Show Personal Leave

Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit

The other continued page allows you to select what payroll entitlements to print on your Payslips in Paymate.

Online Set-up

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | Notes | Printer | Other Cont. | **Online Setup**

Transmate Online

Your Web Code: NORCOM

Email Details

Email Address that the Transmate Online Files will come to -
norcom@transmate.com.au

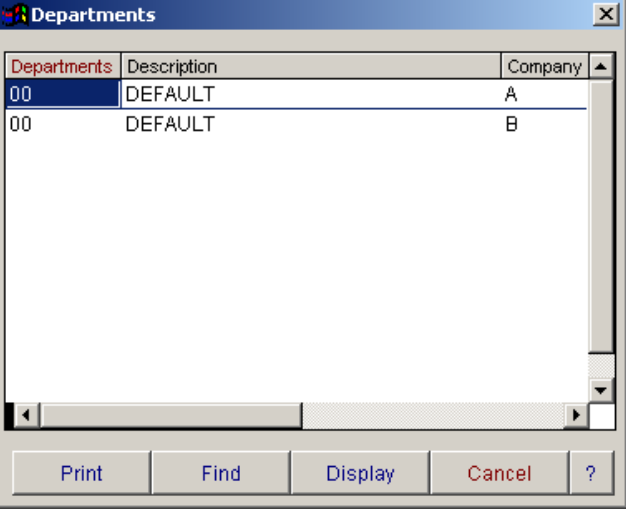
Bcc-Email Address that the Transmate Online Files will come to -

Microsoft Outlook Express
 Microsoft Outlook

Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit

The online setup page is used with our web entry system and is not relevant to Paymate.

DEPARTMENTS

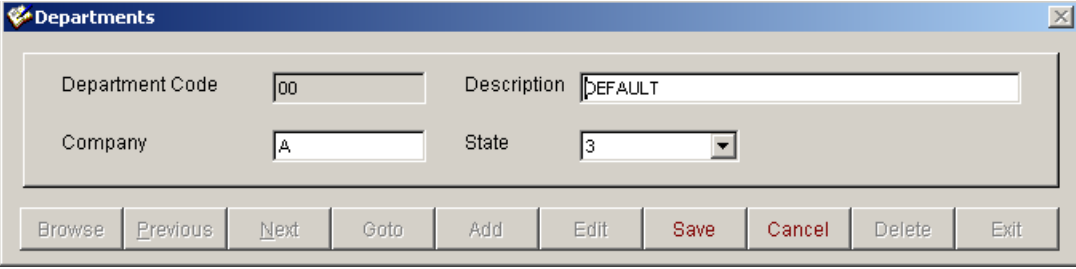


The screenshot shows a window titled "Departments" with a table containing two rows. The first row has a Department Code of "00", Description of "DEFAULT", and Company of "A". The second row has a Department Code of "00", Description of "DEFAULT", and Company of "B". Below the table are buttons for "Print", "Find", "Display", "Cancel", and "?".

Departments	Description	Company
00	DEFAULT	A
00	DEFAULT	B

Departments are an important tool of the Transmate software due to the flexibility of their use in breaking down information into more specific categories. This can be utilised for reporting on different departments, for example, separating the payroll into administration, drivers and workshop.

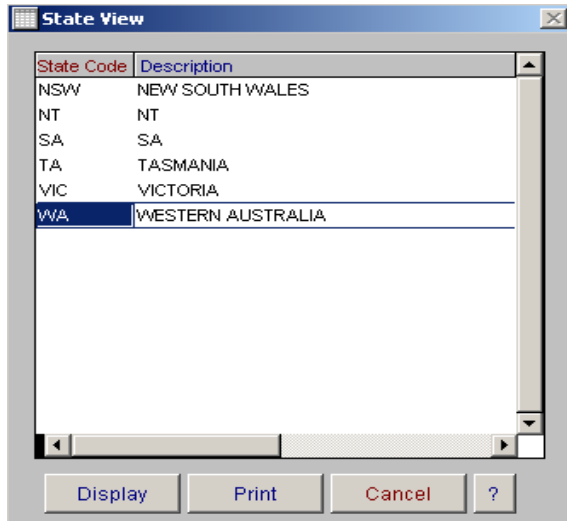
If you have more than one company, the department codes must be set up in each company.



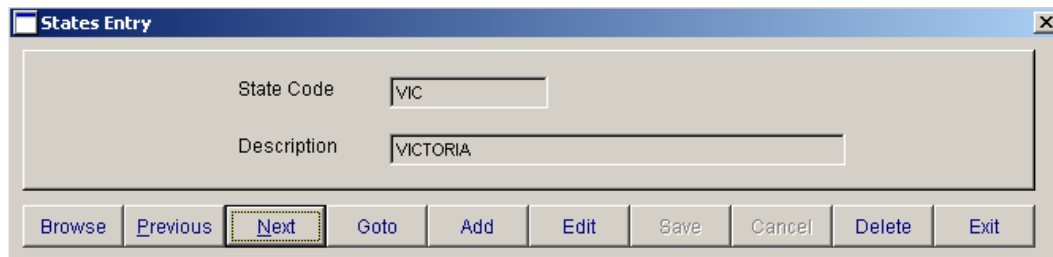
The screenshot shows a window titled "Departments" with a form for adding or editing a department. The form has four fields: "Department Code" with the value "00", "Description" with the value "DEFAULT", "Company" with the value "A", and "State" with the value "3". Below the form are buttons for "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

Department Code	00	Description	DEFAULT
Company	A	State	3

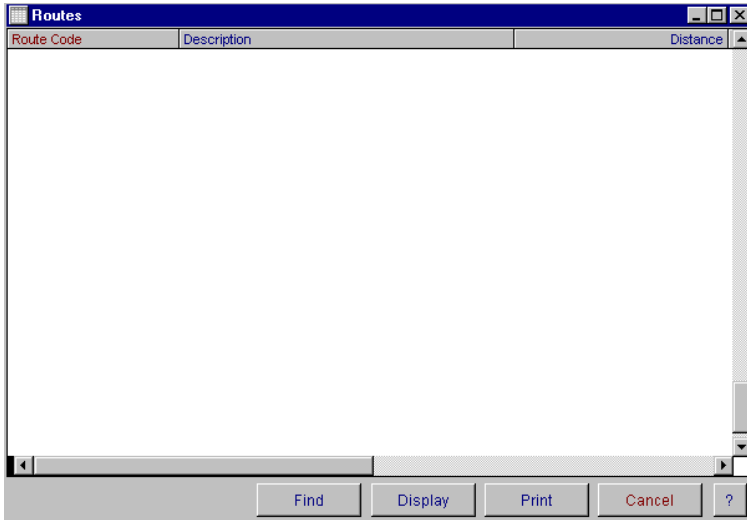
STATES



The state code master file allows you to setup codes that relate to your particular business and these are then used in many areas for example when setting up driver rates and trip rates.



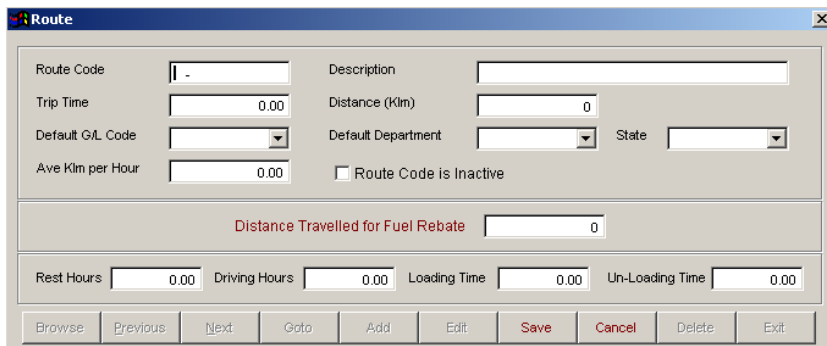
ROUTE CODES



The Route Master file browse window displays all of the information entered into the Route master entry screen. You have the ability to display, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

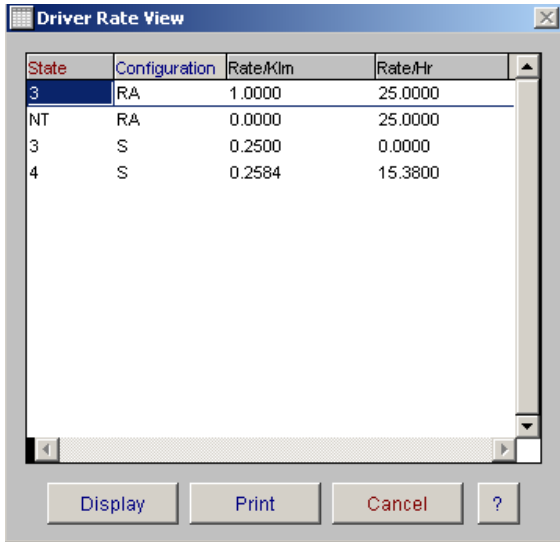
To open a fresh data entry screen, select the display button, then select add. The following screen will appear.

Route Code Master File Entry

The image shows a "Route" data entry form. It has a title bar with the word "Route" and a close button. The form is divided into several sections. The top section contains fields for "Route Code" (with a dash in the input), "Description", "Trip Time" (0.00), "Distance (Klm)" (0), "Default G/L Code" (dropdown), "Default Department" (dropdown), "State" (dropdown), and "Ave Klm per Hour" (0.00). There is also a checkbox labeled "Route Code is Inactive". Below this is a section for "Distance Travelled for Fuel Rebate" with a value of 0. The next section contains four time-related fields: "Rest Hours" (0.00), "Driving Hours" (0.00), "Loading Time" (0.00), and "Un-Loading Time" (0.00). At the bottom, there is a row of buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

The primary function of the route code is used in docket and manifest entry in the Freightmate module, for tracking of freight, but it also enables trip rates to be set up in Paymate. Distances travelled will also flow through to the vehicle files in the Fleetmate module for fleet costing purposes when invoices have been generated in the Freightmate module. Rest hours; driving hours, loading and unloading time will be used for trip planning in the manifest section of Freightmate. The route code must be a unique alpha/numeric code and cannot be left blank.

DRIVER RATES

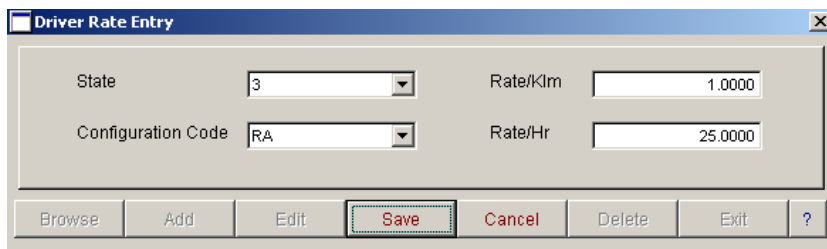


The screenshot shows a window titled "Driver Rate View" with a table containing four columns: State, Configuration, Rate/Klm, and Rate/Hr. The table has four rows of data. Below the table are four buttons: Display, Print, Cancel, and a help icon (?).

State	Configuration	Rate/Klm	Rate/Hr
3	RA	1.0000	25.0000
NT	RA	0.0000	25.0000
3	S	0.2500	0.0000
4	S	0.2584	15.3800

The driver rates browse window displays all of the information entered into the driver rate master entry screen. You have the ability to display and print from this window.

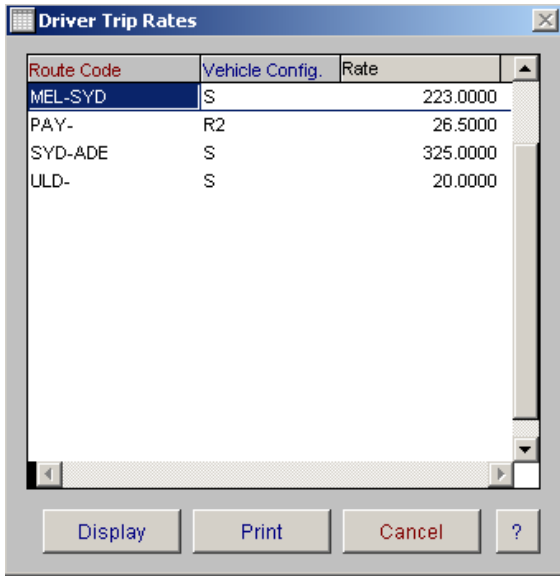
Driver Rate Entry



The screenshot shows a window titled "Driver Rate Entry" with four input fields: State (dropdown menu with '3'), Configuration Code (dropdown menu with 'RA'), Rate/Klm (text box with '1.0000'), and Rate/Hr (text box with '25.0000'). Below the fields are seven buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The driver rate master file entry screen is a utility used to set up driver rates. By entering a state and vehicle configuration, you are able to set a rate per kilometre or rate per hour that is used in calculating employee pays.

DRIVER TRIP RATES

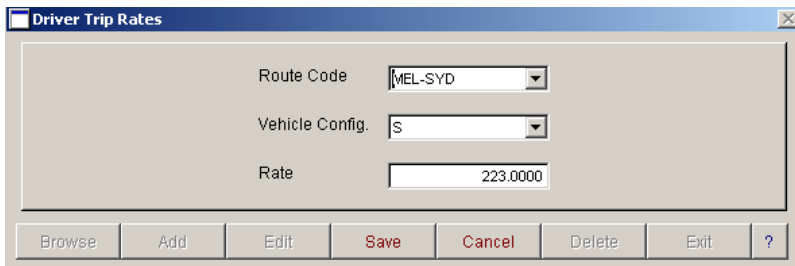


Route Code	Vehicle Config.	Rate
MEL-SYD	S	223.0000
PAY-	R2	26.5000
SYD-ADE	S	325.0000
ULD-	S	20.0000

Buttons: Display, Print, Cancel, ?

The driver trip rates browse window displays all of the information entered into the driver trip rate master entry screen. You have the ability to display and print from this window.

Driver Trip Rate Entry

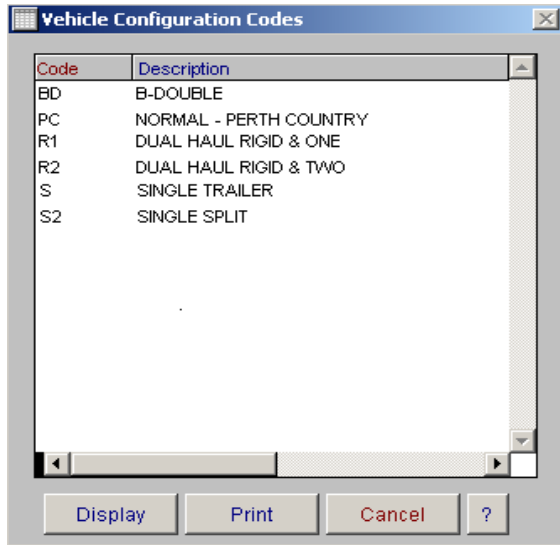


Route Code: MEL-SYD
Vehicle Config.: S
Rate: 223.0000

Buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit, ?

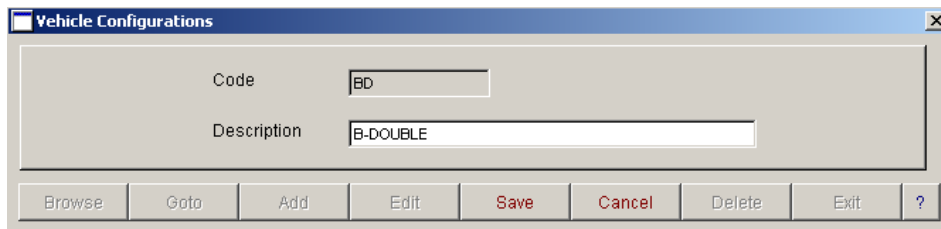
The driver trip rate master file entry screen is used to set up driver trip rates. By entering a route code and vehicle configuration, you are able to set a trip rate that is used in calculating employee pays.

VEHICLE CONFIGURATION

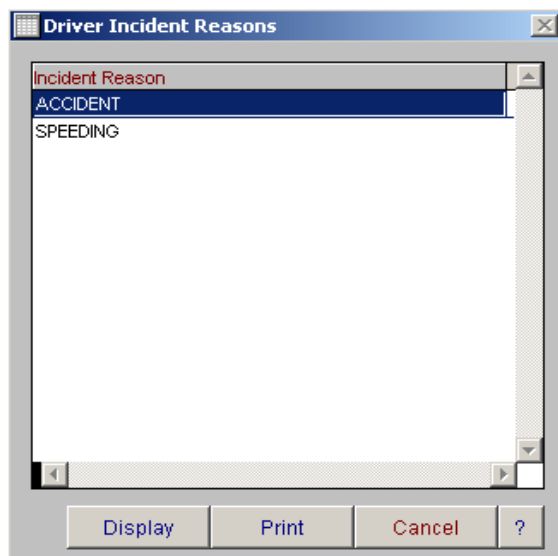


This entry screen is used to set up vehicle configurations. By entering a configuration, you are able to link the configuration along with the route code and pay type when setting up driver rates and trip rates that are used in calculating employee pays.

To enter a new record, select display in the browse window and then select add.



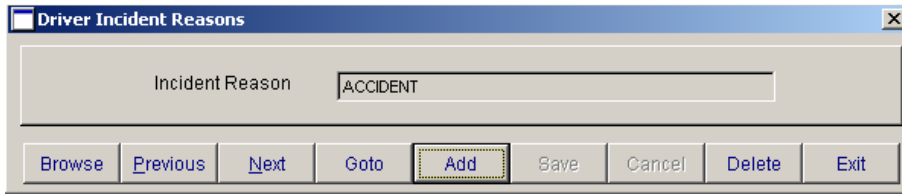
DRIVER INCIDENT REASONS



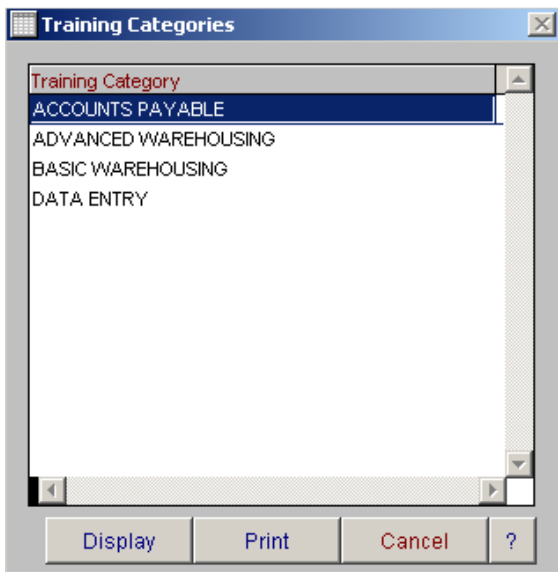
The employee master file has the facility to record employee incidents and these can be set up according to your individual needs. Suggestions may be accident, speeding, compliment, warning, disciplinary action, interception, and so on.

Once this information is setup, you can then use it to enter in incident details against the employee via the employee master file.

To enter a new record, select display in the browse window and then select add.



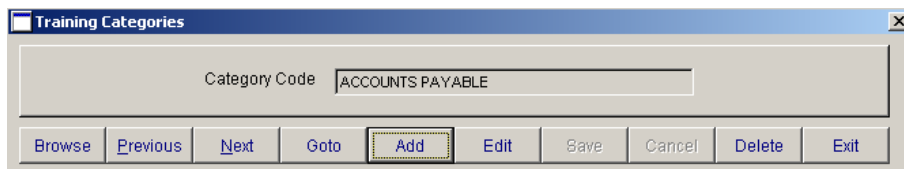
TRAINING CATEGORIES



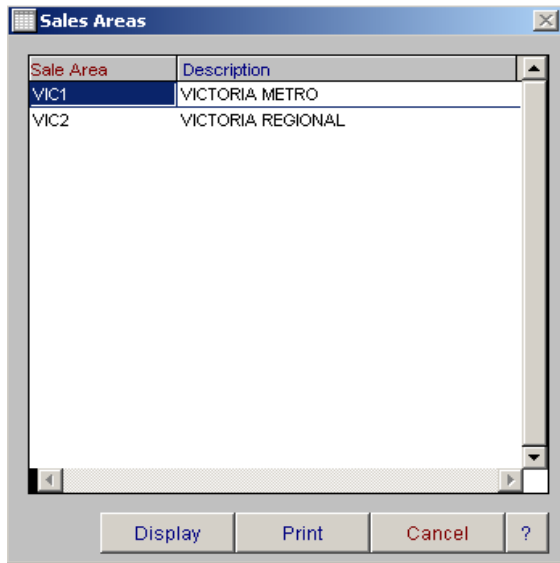
The training category master file allows you to setup training categories for our employees. Other suggestions not shown in the screen adjacent could be driver training, defensive driving, and forklift licensing and manual handling.

Once this information is entered you can then setup employee recommended training courses and completed training courses in the employee master file.

To enter a new record, select display in the browse window and then select add.

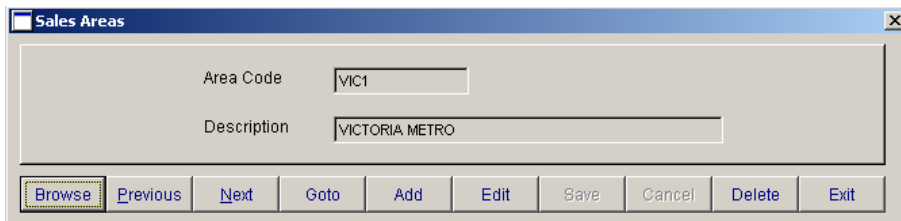


SALES AREAS

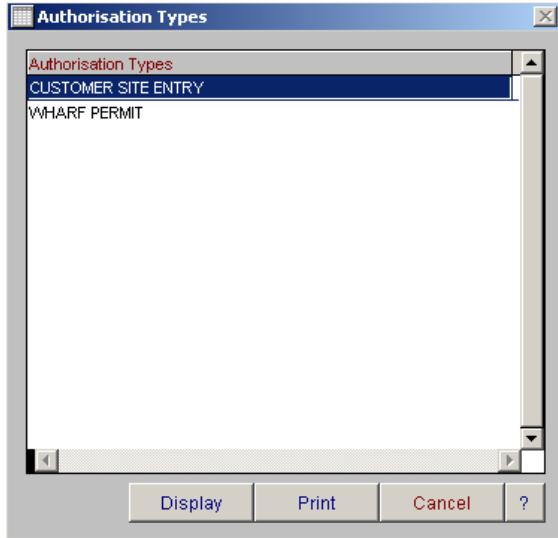


The sales area master file allows you to setup the sales areas that your sales people are related to. Once these are setup you can enter the sales area into the employee master file against your sales people.

To enter a new record, select display in the browse window and then select add.



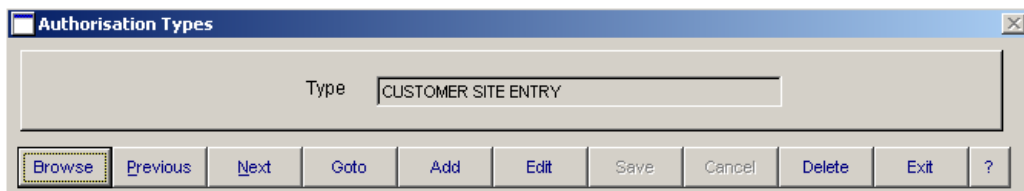
AUTHORISATION TYPES



Authorisation types can be used on the employee master file for recording additional information relating to authorisations and permits held by the employee.

Once the authorisations have been entered onto the employee master file, this information can then be accessed for reporting purposes.

To enter a new record, select display in the browse window and then select add.



YTD ADJUSTMENTS

Code	Name	Gross	Tax	Nett	Annual Leave	Personal Leave	Rdo
001	I.SMITH	16992.15	4257.25	11984.90	40.20880	17.58760	149.20000

Buttons: Edit, Exit

The Year to Date adjustments entry screen is for the **initial** set up of your payroll system to incorporate any payroll details already in existence for the current financial year. When initial setup of Paymate is done any brought forward balances including leave accruals can be entered into the year to date adjustments option, ensuring a seamless transition to Paymate.

To open the YTD adjustment screen, scroll to the employee record, highlight the record and then select edit.

Payroll Type	Hours	Amount
Hours * 1.0	415.00	18790.10
Hours * 1.5	45.00	2763.45
Hours * 2.0	0.00	0.00
Hours * 2.5	10.00	195.00
Personal Leave	0.00	0.00
RDO Taken	0.00	0.00
Workcare	0.00	0.00
Public holidays	0.00	0.00
Annual Leave	0.00	0.00
Annual Leave Load	0.00	0.00
Long Service	0.00	0.00
Termination Pay		0.00
Back Pay		0.00
Miscellaneous		0.00

Adjustments before Tax		
Description	Qty.	Total
SALARY SACRIFICE	-28.50	-4756.40
TEST PAY TYPE	0.00	0.00
WORKCARE	0.00	0.00
DAY RATE	0.00	0.00
CASUAL RATE 23%	0.00	0.00

Adjustments after Tax		
Description	Qty.	Total
MEALS ALLOW	0.00	0.00
EXTRA TAX	0.00	0.00
CHILD SUPPORT AGENC	0.00	0.00
CDEP GRANT	0.00	0.00
OTHER INCOME	0.00	0.00

R.D.O.	149.20000	Personal Leave	17.58760
Annual Leave	40.20880	Long Service	31.04720
Superannuation Guarantee		1691.08	

Gross	16992.15	Tax	4257.25	Nett Pay	11984.90
--------------	----------	------------	---------	-----------------	----------

Open Date: 01/07/2002 Fiscal Year: 02-03 Buttons: Ok, Cancel

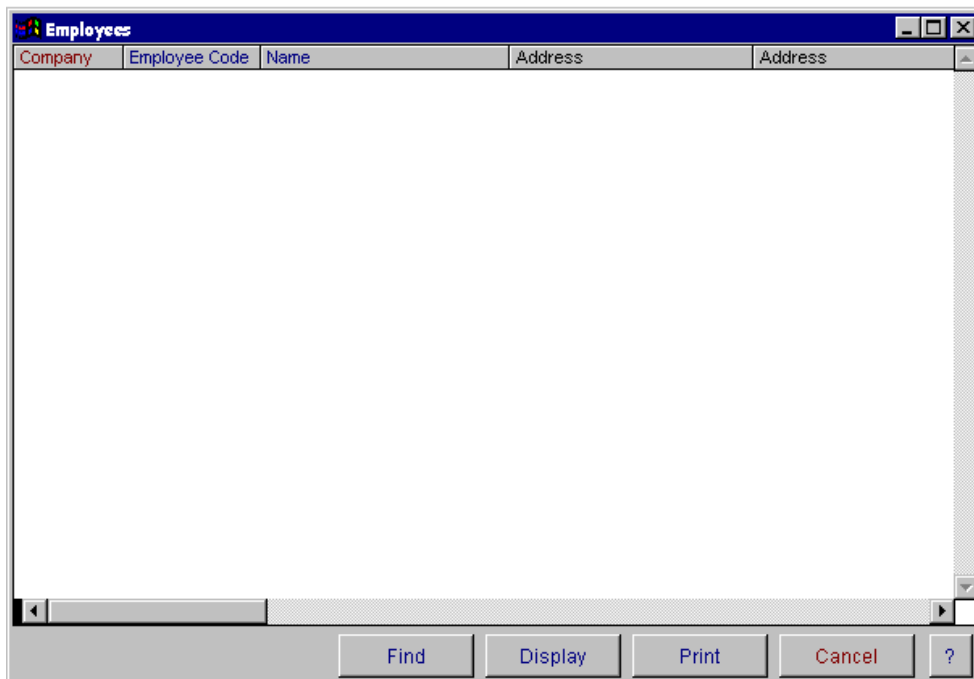
The payroll year to date modifiable figures screen allows you to manually enter opening balance figures for employees, such as YTD gross, YTD tax, YTD nett pay, accrued sick leave, annual leave and long service leave. After all adjustments have been entered, select OK. When exiting you may be asked for an open date, simply enter the current date and then select OK.

PAYROLL PROCESSING MENU

The payroll-processing menu is divided into 6 sections

1. The first is for the setting up and maintenance of employee records, pay types, additions/deductions, tax scales and vehicles.
2. The second section is for the processing of pays and creating EFT payments.
3. The third section is for the finalising of the weekly pay, printing of payslips and updating payroll to general ledger.
4. The fourth section is for monthly and yearly dissection and summary reports.
5. The fifth section is for processing of end of month and end of year.
6. Time card entry

MAINTAIN EMPLOYEE



The **employee browse** option lists all employees entered into the employee master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

As you move through these screens, you will find that some fields are an integral part of the data processing requirements which will be individually referred to as to their purpose, and others fields are used for reference purposes only or for integrating with other Transmate modules such as Fleetmate, Freightmate and ComplianceMate.

For the purpose of the Paymate manual, only the fields relevant to the entry of payroll will be explained in detail.

Mandatory fields are employee code, company code, tax scale, payment method, RDO accrual, general ledger code and department code, and you will not be able to save the record if these fields are incomplete. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or using your mouse to click on the page tab at the top of the screen.

General

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements Authorisations Incidents Training Extra Details Other

Employee Code 1 Date started 01/01/2000

Company Code A Permanent Start Date 01/03/2004

Name PAUL BANNISTER Date finished //

Address 13 BELL PARADE Phone No. 0352 573388

GEELONG VIC 3220 Contact GLENDA

First Name PAUL Contact Phone

Surname BANNISTER Position FOREMAN

** You MUST enter first name and surname for PAYG Payment Summary **

Date of birth 22/06/1952 State 3

Status Workcare Base Pay 0.00

Area Code AREA01 Administrator Driver? Sales Person?

Rate Per Klm 0.0000 Default Vehicle

Company Default Rego

Department 00 Default Trailer

Current Status TERMINATED Vehicle ID

Fatigue Scheme BASIC Gender

Training Completed Mobile Login Code

NCR Supervisor

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The first screen is for general information for recording employee name, address, date of birth, status (active, permanent, casual, etc), and start and finish dates, contact name and telephone numbers.

Employee code – this field is 6 characters long and can be either alpha or numeric or combination of both. A suggestion on the style of code could be the first four letters on an employee's surname followed by his initials, e.g. John Bruce Smith could be SMITJB.

Company Code – if you have more than one company that an employee works for, that employee must be set up in each of the companies for payroll purposes.

Name & address – is used for address on payslips and PAYG summaries.

Address Details - Please ensure that only the following characters are used in the address details. A-Z, 0-9, space & / apostrophe, ", and hyphen. Please make sure that there are no full stops. Suburb, state and postcode details are to be in correct fields not in the first address line.

First Name & Surname – is required to be entered separately. This information is collected when the PAYG summaries are printed at the end of the year.

Date of Birth – is required to be in the format of dd/mm/yyyy.

Status – this field denotes whether an employee is permanent, casual, on Workcare, etc. One other function of the employee status is to assist in calculating superannuation. Superannuation will only calculate on employees with a status of "active" or "permanent". If the status of an employee is "inactive" then that employee will not appear in the "enter pays" option.

Current Status – employed or terminated. If terminated, the termination date can be recorded on the top right hand side of the general tab, and can also be recorded on the 'Other' tab under the section for employee work periods.

State – the state field is used to link driver rates and trip rates when calculating a pay.

Base Pay – this field is used to note an employee's base weekly rate of pay. If a figure is entered into this field, superannuation will calculate on this amount, regardless of the employee's gross pay.

Licence/Super

The screenshot shows the 'Employee Entry' window with the 'Licence / Super' tab selected. The window title is 'Employee Entry' and it has a 'Notes # 2' header. The tabs include General, Licence / Super, Notes # 1, Payroll, Entitlements, Authorisations, Incidents, Training, Extra Details, and Other. The 'Licence / Super' tab contains the following fields:

Licence Number	123456789	Date Joined Fund	15/10/1995
Drivers Licence Renewal Date	01/10/2012	Superannuation Fund Name	AMP
Licence Class	HA	Superannuation Account No.	123456
Dangerous Goods Licence No.		Superannuation Company	AMPSUP
Dangerous Goods Renewal Date	/ /	Superannuation Phone	1800111111
Dangerous Goods Class		Superannuation Amount (If not a percentage)	0.00
Forklift Licence Number		<input type="checkbox"/> Manually Calculate Super Amount	
Forklift Date Obtained	/ /	Medical Expiry	12/05/2010
Forklift Class		Dangerous Goods Medical	12/05/2010
Award \ Agreement	EBA		
Classification Under Award	DRIVER		
Normal Weekly Hours	38		

At the bottom of the window, there are navigation buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The second screen is for recording of licences (drivers, dangerous goods, forklift), superannuation fund details and medical records.

Award\Agreement – Information entered in this field will be printed on the payslip.

Classification under Award – Information entered in this field will be printed on the payslip.

The fields relating to the employee's superannuation fund will print on the payslip, and is also used on the Superannuation Guarantee Report.

Superannuation amount – this field can be used if the superannuation payable for an employee is a set weekly super amount. If no amount is entered into this field, then superannuation is calculated from the % entered in the Company records on normal times hours, sick leave, RDO, Workcare, public holiday, annual leave, long service leave, back pay and trips. Time and half, double time and other overtime is not included for this calculation.

There is also a checkbox to manually calculate superannuation, this is particularly useful if an employee is casual and does not normally reach the minimum amount payable for superannuation to be calculated on. If this checkbox is ticked, the superannuation can be calculated manually when the pay is entered.

Notes

The screenshot shows a software window titled "Employee Entry" with a close button in the top right corner. Below the title bar is a tabbed interface with the following tabs: "General", "Licence / Super.", "Notes # 1", "Payroll", "Entitlements", "Authorisations", "Incidents", "Training", "Extra Details", and "Other". The "Notes # 1" tab is currently selected. The main content area is a large text box labeled "Notes" with a vertical scrollbar on the right side. Below the text box is a button labeled "Print Notes". At the bottom of the window is a navigation bar with the following buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

The third screen is for the recording of any general notes you may want to keep on record about an employee. You have the ability to print the notes if you wish.

Payroll

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 **Payroll** Entitlements Authorisations Incidents Training Extra Details Other

Tax File Number: 222222222
 Tax Rebate: 0.00
 Hourly Rate: 28.0000
 Overtime Rate: 45.0000
 Personal Leave Rate: 28.0000
 Workcover Rate: 0.0000
 Casual Hours per Week: 0.00
 Pay Frequency: Weekly
 Tax Scale Desc.: Tax free threshold IS claimed in employment declaration. Scale 2

Payment Method: Bank
 Bank Name (main Acct): CBA
 BSB: BSB-BSB
 Account Name (Main Acct): NAME OF ACC HOLDER
 Account Number (Main Acct): 1234 5678
 General Ledger: 470
 Use HECS Tax Scale
 Use SFFS Tax Scale

**** Bank Account Splits ****

Account Name	Bank	BSB	Account No.	Amount
NAME OF ACC HOLDER	NAB	BSB-BSB	9876 5432	200.00

**** Gross Pay General Ledger Splits ****

Percentage To Split	General Ledger	Department

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The fourth screen is for the recording of employee tax file number, tax rebate, hourly rate, other overtime rate, pay frequency (weekly, fortnightly or monthly), payment method (bank, cash, cheque), employee bank account details, general ledger account, department code and tax scale.

Tax File Numbers - Must contain numbers only. No Spaces or other characters. E.g. 123-456-789 is not acceptable. It must be 123456789

Tax Rebate - if an employee is eligible for a tax rebate/offset, the amount of the annual rebate can be entered in this field. When a pay is entered, the tax rebate amount will be divided by 52 and the tax will automatically be calculated and reduced by the correct amount, e.g.: \$1000/year rebate = \$19.23/week reduction in tax payable.

Overtime rate - is to be used when the overtime rate is different from the normal rate x 1.5. An example of this would be when an employee's normal hourly rate is \$25.00. Normal overtime 1.5 is \$37.50, but in certain circumstances, he may be entitled to \$40.00.

Pay Frequency – Paymate caters for weekly, fortnightly and monthly pays. You will need to specify which category an employee falls under as this information is used when entering pays. Only the names of employees who are identified in each category will be able to be accessed when entering pays. For example, if drivers are paid weekly and administration staff are paid fortnightly the employee list will be filtered accordingly when pays are entered.

Tax Scale – an employee will supply you with a tax file number declaration, the tax scale selected will depend on the employee circumstances. Please refer to the Australian Taxation Office if you are unsure.

Use HECS Tax Scale – tick this box if the employee has indicated on the tax file number declaration that he/she has an accumulated Higher Education Loan debt.

Use SSFS Tax Scale – tick this box if the employee has indicated on the tax file number declaration that he/she has an accumulated Financial Supplement debt.

General Ledger – select the default wages expense account from the chart of accounts.

Payment Method – determines how an employee will be paid. If payment method EFT is selected, the employee's bank details will need to be entered as per the format on the screen print. A bank .aba file can be created for all employees selected to pay by EFT, and this file can be uploaded into your banking software for transmitting to the bank for processing.

Bank Account Splits

Paymate has a function whereby you have the ability to split an employees pay to multiple bank accounts.

To do this you will firstly need to set up the main bank account. Once this has been set up, using your mouse, right click into the white grid box for the bank account splits and the following screen will display.

Employee Additional Bank Details

Account Name	NAME OF ACC HOLDER
Bank	NAB
BSB	BSB-BSB
Account No.	9876 5432
Amount	200.00

Additional Notes

2nd bank account to split wages into.
The \$200 will be firstly split to this account, then the balance of the nett wage will be allocated into the main bank account

Save Cancel ?

Enter in the details of the additional bank account, including notes if required, then select save. The amount nominated on the additional bank account record will be split into this account first and then the balance will be allocated into the main bank account.

Entitlements

The employee entitlements screen is for recording of RDO's, accruals rates for sick leave, annual leave, leave loading, rostered days, and long service leave.

Accrue by – entitlements can be calculated and accrued by two methods, hourly and weekly. How the entitlements accrue need to be decided prior to calculating and entering the accrual rates.

Accrual rates - The accrual figures are calculated by dividing the number of hours of leave an employee is entitled to in a year by 52 weeks. It is recommended that the accrual by week's option is used, especially for those employees that are paid by trip rate or kilometre rate.

Information entered into this screen is used when entering a pay for calculating annual leave, personal leave, long service and rostered days off by using a combination of the number of pay weeks worked in the pay period times the accrual figure entered here. The accrual is recorded in the employee's ytd records and these figures can be displayed or excluded from printing on the payslip. An entitlements report is available in the reports menu.

- **Accrue by weeks** - For example: an employee is entitled to 4 weeks annual leave, and works 40 hours per week, making 160 hours per year of annual leave. The 160 hours is then divided by the number of weeks (52) in a year, leaving an accrual rate of 3.0769 hours per week. Use the same formula for calculating personal leave and long service leave and RDO's.
- **Accrue by hours** - For example: an employee is entitled to 4 weeks annual leave and works 40 hours per week, making 160 hours per year of annual leave. The 160 hours is then divided by the number of weeks (52) in a year, the figure is then divided by the hours per week (40) he works, equals an accrual rate of 0.0769 hours per week. This hourly rate is then multiplied by the number of **normal** hours worked for a pay period

Union number and name can also be recorded in this screen.

Lump Sum A, B, D, E – If an employee is entitled to a Lump Sum payment, the amount will need to be calculated manually and entered onto this screen. When a PAYG summary is printed, the gross figure will be reduced by the amount entered in the Lump Sum fields.

Authorisations

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements **Authorisations** Incidents Training Extra Details Other

Type Of Authorisation	Date Authorised	Expiry Date	Cost	Category
CUSTOMER SITE ENTRY	28/01/2010	28/01/2010	1000.00	SIDELOADER

**** Right Mouse Click on the grids to add, edit and delete details ****

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

Employee Authorisations

Date Authorised: 28/01/2010 Expiry Date: 28/01/2010

Authorised Type: CUSTOMER SITE ENTRY

Licence Authorised: CUSTOMER SITE ENTRY

Additional Notes: additional notes for this authorisation

Training Category: SIDELOADER Cost: 1000.00

Save Cancel ?

Incidents

Incident Date	Incident Number	Incident Type	Reason
14/04/2010	1000004	INCIDENT	OVERLOAD

The employee incident report browse screen allows for the recording and viewing of all employee incidents. To enter an incident right mouse click on the grid and the following screen will appear. You can select to add, edit or delete incident details.

Date of Incident: 14/04/2010 Incident No.: 1000004

This INCIDENT was raised because of OVERLOAD

Describe the issue to be reported ie. What happened, Who, What, Where, When and How.

LOAD OVERWEIGHT

What action would you recommend for the short term ?

Give the driver a warning

What was the single most important reason why this occurred ?

Driver did not check axle weights

What actions would you recommend for the long term ?

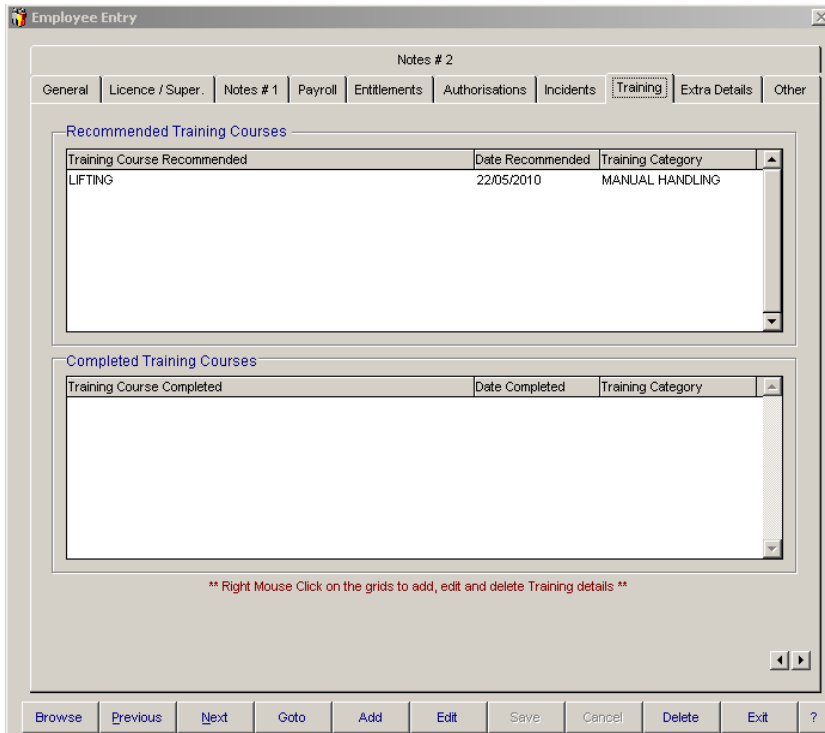
Training

What steps have you taken to check that your recommendation is working ?

Do any changes need to be made to procedures and / or forms ?

The employee incident report detail entry provides you with the ability to record incidents and improvements in employee performance. These incidents can be raised in a number of ways (internal audit, supplier failure, customer complaint, improvement idea, external audit, preventative action, accident). The areas for entering the details of the incident are free-form fields allowing for as much detail as necessary in each area. When all details have been recorded, select save.

Training

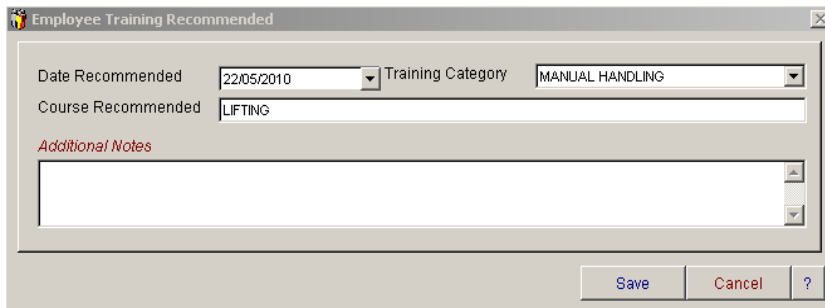


The screenshot shows the 'Employee Entry' window with the 'Training' tab selected. The window title is 'Employee Entry' and the subtitle is 'Notes # 2'. The 'Training' tab is active, showing two tables: 'Recommended Training Courses' and 'Completed Training Courses'. The 'Recommended Training Courses' table has one row with the following data:

Training Course Recommended	Date Recommended	Training Category
LIFTING	22/05/2010	MANUAL HANDLING

The 'Completed Training Courses' table is currently empty. Below the tables, there is a red instruction: '** Right Mouse Click on the grids to add, edit and delete Training details **'. At the bottom of the window, there is a navigation bar with buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

This screen is for the recording of any recommended or completed training courses. To enter training records right mouse click on the grid box for recommended or completed courses and the following screen will appear. Enter details as required and then select save. You can select to add, edit or delete details.



The screenshot shows the 'Employee Training Recommended' dialog box. It contains the following fields:

- Date Recommended: 22/05/2010
- Training Category: MANUAL HANDLING
- Course Recommended: LIFTING
- Additional Notes: (empty text area)

At the bottom right, there are three buttons: Save, Cancel, and a help icon (?).

Extra Details

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements Authorisations Incidents Training **Extra Details** Other

Home Phone No.

Mobile Phone ?

Mobile Phone No.

Perform. Review Date

Company Car ?

Company Car Rego

Car Allowance ?

Car Allowance Amt

Fuel Card ?

Car Key Sets

Company Mobile Phone ?

Company Mobile Phone No.

Mobile Phone Kit ?

Company Uniform ?

Alarm Code ?

Personalised E-Mail ?

E-Mail Address

Keys to Premises

Traineeship ?

Toll Passes

Disciplinary Warnings

Other Details # 1 Description

Other Details # 2 Description

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

Additional information relating to an employee can be recorded in this screen.

Other

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements Authorisations Incidents Training Extra Details **Other**

Driver Work Diary Details

Work Diary Start Number	Work Diary End Number	Issued Date	Issued By
<input type="text"/>			

Employee Personal Checklist Details

Checklist Details	Date Completed	Due Date
<input type="text"/>		

Employee Work Periods

Start Date	Finish Date	Details
<input type="text"/>		

Employee Interception Details

Interception Book Number	Date Issued	Issued By
<input type="text"/>		

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The last screen on the employee file is for recording information such as work diary information, personal checklist details and interception details. For casual employees or if an employee is terminated and then returns to work, a list of the work periods can be recorded here.

MAINTAIN PAY TYPES

Pay Type	General Ledger	Description	Amount	Percentage
SALSAC	218	SALARY SACRIFICE SUPER	0.0000	0.00
TOOL	225	TOOL ALLOWANCE	10.0000	0.00

Pay Type: Description:
 Record Type: Amount:
 General Ledger Code:
 Calculate Super Kilometer Pay Taxable Show on PAYG Payment Summary

Record Types - CDEP - Salary or Wages paid to the payee from a Community Development Employment Project wages grant.
 FBT - Reportable fringe benefits amount.
 Other - Amounts exempt income and / or foreign source salary and wage income.
 For more information please contact the ATO.

The maintain pay types allows you to set up standard information relating to particular pay types for use in defining allowances and 'other pay' information.

Pay types are then linked to individual employees in the 'maintain additions and deductions' option to set up a standard pay for each employee.

Note : You must not delete a pay type once you have linked to an "Addition / Deduction record"

Record Types – Pay types have a subcategory that will define where the information relating to the pay type reports. These are –

- **Misc** – generally used if pay type is included in the total gross for the employee
- **Medical** – if the pay type relates to medical expenses
- **Super** – Employer Super Guarantee contribution over the required 9%
- **Union** – records union contributions separately
- **Extra Tax** - additional voluntary tax paid by an employee
- **CDEP** - Salary or Wages paid to the payee from a Community Development Employment Project wages grant
- **FBT** – Reportable fringe benefits amount.
- **Other** - Amounts exempt income and / or foreign source salary and wage income
- **Extra Super** – additional voluntary employee superannuation after tax
- **Loan Account** – used to set up a loan account

- **Salary sacrifice** - before tax salary sacrifice – usually superannuation
- **Child Support** – amounts payable to the Child Support Agency

It is extremely important to select the correct record type for each individual pay type. Salary sacrifice, Extra tax, Union, CDEP, Child support and FBT pay types must not be ticked to show on the PAYG Payment summary as they will automatically appear in the appropriate fields on the PAYG summary. For more information on these types of pay types, please contact the ATO.

MAINTAIN ADDITIONS AND DEDUCTIONS

This option allows you to link specific additions and/or deductions to particular employees so that they appear automatically in the allowance boxes on the payroll entry screen. Example: travel allowance, accommodation, child support, superannuation, and telephone.

Note: You must not delete an addition / deduction record as this information is used on your PAYG summaries.

MAINTAIN TAX SCALES

Tax Scale Number	From	To	Amount 1	Amount 2
1	0	94	0.1850	0.1850
1	93	671	0.3150	12.4350
1	670	863	0.4350	92.9735
1	862	9999	0.4850	136.1465
2	0	110	0.0000	0.0000
2	109	261	0.1728	19.0400
2	260	282	0.3760	72.1194
2	281	378	0.1880	19.0311
2	377	955	0.3150	67.0957
2	954	1147	0.4350	181.7419
2	1146	9999	0.4850	239.1265
3	0	384	0.2900	0.2900
3	383	961	0.3000	4.1400
3	960	1153	0.4200	119.5200
3	1152	9999	0.4700	177.2100
4	0	9999	0.4840	0.4850
5	0	110	0.0000	0.0000
5	109	378	0.1728	19.0400
5	377	955	0.3000	67.1800
5	954	1147	0.4200	181.8300
5	1146	9999	0.4700	239.2100

Norcom will supply an updated file of the tax scales as required by the ATO. These are usually sent via email with instructions on how to save them into your Paymate system. Although the tax scales can be altered manually by selecting the detail line you wish to edit and entering the information manually, we recommend that option be used with caution to avoid incorrect tax calculated on your employees pays. PAYG tax is calculated from information entered in this file for automatic calculation of tax in the payroll entry. To change an entry, click on the line to be changed and enter the new information. This information can also be obtained from the Australian Taxation Department.

MAINTAIN VEHICLES

The screenshot shows the 'Vehicles' master file entry screen. The window title is 'Vehicles'. At the top, there are fields for 'Fleet Number' (CV01), 'Registration' (NORCOM), and 'Make' (HOLDEN). Below this is a tabbed interface with tabs for 'General', 'Specif.', 'Maint.', 'RegIns/Fin', 'Re-Fin.', 'Serv.', 'Permits', 'Notes', 'Notes 2', 'Costs', 'Faults', 'Expiries', 'Parts', and 'Other'. The 'General' tab is active. It contains several sections: 'Related Driver' and 'Related Trailer 1-4' (all dropdown menus); 'Accreditation Type' and 'Road Class' (dropdown menus); 'NHVAS' section with 'NHVAS Label No.', 'Mass Inclusion/Exclusion Date', and 'Maintenance Inclusion/Exclusion Date' (text and date fields); 'Fuel Rebate' section with a checkbox 'Fuel Rebate Applies', '% Eligible' (0.00), and 'Credit Rate Per Litre' (0.00000); 'Maximum Load Length in Metres' (0.000), 'Maximum Payload in Tonnes' (0.000), 'Crane Close Lift Capacity in TN's' (0.000), 'Crane Reach Lift Capacity in TN's' (0.000), and 'Crane Reach in Meters' (0.000); 'Suspension RFS No.' (text field); and 'Manufactures GVM/GMC (Kgs)' (0.000). At the bottom, there are 'Max Weight Axle Group 1' (0.0000 (TN)) and 'Max Weight Axle Group 2' (0.0000 (TN)). A button bar at the very bottom includes 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'.

The Vehicles master file entry screen is used to enter in all the information about your trucks. This option has 8 screens of information. These are general, specifications, maintenance, registrations/insurance/finance, refinance, services, permits and notes. It is not mandatory to enter information in every field. The fleet number must be a unique alpha/numeric code. It must be entered. As you move through these screens, you will find that some fields are an integral part of the data processing requirements which will be individually referred to as to their purpose, and others fields are used for reference purposes only or for integrating with other Transmate modules such as Fleetmate, Freightmate and ComplianceMate.

For the purpose of the Paymate manual, only the fields relevant to the entry of payroll will be explained in detail.

Other

For the purpose of payroll entry you are able to assign a driver to a vehicle and associated trailers, which in turn will update to the fleet history reports in Fleetmate and allocate the wages expense against the vehicle for fleet profit and loss reporting.

ENTER PAYS

Open Paymate, and enter user name and password as setup by your administrator.



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A "Log On" dialog box with a title bar. It contains two input fields: "User Name" with a dropdown arrow and "Password" with a text box. Below the fields are four buttons: "Administration", "OK", "Quit", and "?".

STANDARD SYSTEM

Enter the company, pay date (the week ending date) for the pay and the pay frequency, and then select ok.

A "Payroll Default Details" dialog box. It has three rows of controls: "Select Default Company for Session" with a dropdown menu showing "NORCOM DEMO SYSTEM", "Select Default Pay Date for Session" with a text box showing "08/11/2010", and "Select Pay Frequency for Session" with a dropdown menu showing "vWeekly". There are "Ok" and "?" buttons at the bottom right.

The pay date is the date you will need to use for all areas where a date is required, including weekly summary and dissection reports, payslips and general ledger updates.

From the Payroll Processing menu, select Enter Pays. Check that the date is the pay week ending date and that the company is showing the correct company for the pays you are about to enter.

A "Payroll" dialog box. It has three rows of controls: "Payment Date" with a text box showing "08/11/2010", "Company Code" with a dropdown menu showing "A", and "Employee Status" with a text box. Below these is a "Select Employee" dropdown menu. At the bottom are buttons for "New", "Edit", "Continue", "Cancel", "Delete", "Exit", and "?".

Select 'new' and then select an employee from the drop down list, and then select 'continue'.

Enter the number of pay weeks in the first field at the top of the screen. If the pays are fortnightly, enter 2 weeks, if monthly enter 4.33.

Payroll Entry for :JOCK SMITH Hourly Rate:15.0000

Payroll Type	Hours	Amount
No. Of Pay Weeks	1.00	1.00
Hours * 1.0	0.00	0.00
Hours * 1.5	0.00	0.00
Hours * 2.0	0.00	0.00
Other Overtime	0.00	0.00
Personal Leave	0.00	0.00
RDO Accrued		1.00000
RDO Taken	0.00	0.00
Workcare	0.00	0.00
Public holidays	0.00	0.00
Annual Leave	0.00	0.00
Annual Leave Load	0.00	0.00
Long Service	0.00	0.00
Termination Pay		0.00
Back Pay		0.00
Miscellaneous	Other	0.00
Vehicle		
Fleet Cost Amount		0.00
Department		

Adjustments before Tax		
Description	Qty.	Total
TRIP MONEY	0.00	0.0000
Gross Pay 0.00		

Adjustments after Tax		
Description	Qty.	Total
Super Guarantee		0.00
Tax		0.00
Termination Tax		0.00
Total Tax		0.00
Nett Pay 0.00		

Notes: Do Not Calculate Entitlements on This Pay

Enter Leave Start and End Dates Calculate Accept Cancel ?

For a standard pay where an employee is paid at an hourly rate

In the payroll entry screen you can enter all normal rates of pay for your employees, deductions before and after tax are also entered in this screen. You must enter the number of pay weeks for the tax and entitlements to calculate correctly.

Enter the pay details and then select calculate. If necessary you can round the tax to whole dollars and then select 'accept'.

For a standard pay where an employee is paid by the trip or kilometre

If an employee is paid primarily by trips, their entitlements calculation should be set to accrue by weeks. This will then correctly calculate annual leave; sick leave and long service leave entitlements for the particular employee.

For other types of pay such as trips these are entered in the miscellaneous screen. To access this, select "Other" and this will take you to the next screen.

Other Pays

Employee: 11 JOCK SMITH Pay Date: 08/11/2010

Date: / / Pay Type: Vehicle: Pay By: Reference: Quantity: 0.00

Config: Department: Rate: 0.0000

Route: Department: Amount: 0.00

Calculate Entitlements on Quantity GL Code: Amount: 0.00

Notes:

Pay Type	Reference	Vehicle	Route	Description	Quantity	Rate	Amount
							Other Pays Total 0.00

Add Edit Save Save & New Cancel Delete Exit ?

The "Other pays" header and details screen allow you to enter all other non-standard pays, such as trips, kilometre pays, loading and unloading. Standard trip rates and kilometre rates can be set up via the driver trip rates and driver rates options in the Utilities menu.

The trips will be calculated from entering a combination of pay type, vehicle, configuration, route and rate. If no combination is found, the information can be manually entered or over-ridden if required. When the trip has been entered, select the 'save & new' button to refresh the data entry screen to enter another trip, or select 'save' to return to the first pay screen.

All the entries created in this screen will be totalled and displayed in the miscellaneous box on the payroll entry screen. When a payslip is printed the individual details will be listed.

When all entries have been completed for each employee click on calculate. This will automatically calculate the superannuation and tax to be deducted. You can then select accept to complete the pay.

NOTE: for a pay in excess of \$9998.00 in any pay period, the tax will need to be calculated manually. Refer to Australian Taxation Office tax calculator for the correct tax rate to use.

PRINT WEEKLY DISSECTION REPORT

In the Payroll Processing Menu – Show Weekly Dissection report and print this report

The weekly dissection report can be printed prior to printing payslips and updating the pays to general ledger for the purpose of checking that all pays have been processed correctly. If any alterations to the pays are required this can be done by editing the pays. This report lists employee code, employee name, rate of pay, deductions, allowances, gross, tax and net pays. This report is subtotalled for employees and totalled for company figures.

PRINT WEEKLY SUMMARY REPORT

In the Payroll Processing Menu – select Show Weekly Summary report and print this report.

The weekly summary report lists employee code, employee name, gross pay, tax deducted, after tax allowances and nett pay.

CHECK ACCURACY OF PAYS ENTERED

Check Weekly Summary & Weekly Dissection reports to make sure there are no errors or changes required. If changes need to be made, make sure you reprint the reports to reflect these changes.

PRINT PAYSPLIPS

Payslip

Company Code: A

From Employee: [Dropdown]

To Employee: [Dropdown] All

From Date: 30/10/2010

To Date: 08/11/2010

Payment Date: 10/11/2010

Show Superannuation for Casual Employees

PLEASE NOTE
Please make sure that you have your correct printer setup in your page setup option before printing your payslips as you will no longer be prompted for the printer

Print Preview Cancel

After processing the payroll, choose the option to print payslips. You have the option to select one employee or all. The payslip shows employee code, employee name and address, pay details including 'other pays', annual leave hours, RDO hours, sick leave hours and year to date figures for gross, tax, nett pay and superannuation. You are able to reprint payslips if required by accessing the 'reprint payslip' option in the reports menu.

CREATE EFT FILE TO BE UPLOADED TO BANKING SOFTWARE

If you use online banking you can then print the EFT report and create your EFT file ready for importing the file into your banking software ready for transmitting to the bank.

After processing payroll but **before** updating pays to general ledger, you have the option of creating an EFT transfer file. To create a payment file for transferring to your preferred banking software, select create EFT payment, your company and bank details will automatically display.

Create EFT Payment

Company: A

Our Bank: CBA

Our Bank ID: 111111

Our BSB: 062-506

Our Account Number: 123456789

Processing Date: 08/11/2010

Period Ending Date: 08/11/2010

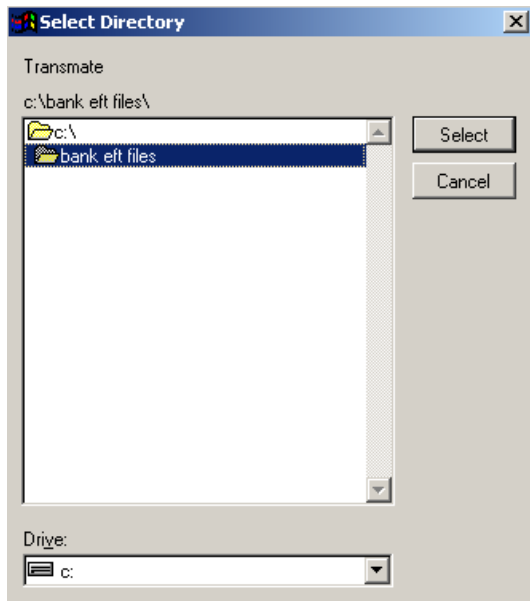
Add A Self Balancing record to you EFT File

You will need to check with your BANK to see if you need this.

Save File To: [Field] ...

Ok Cancel ?

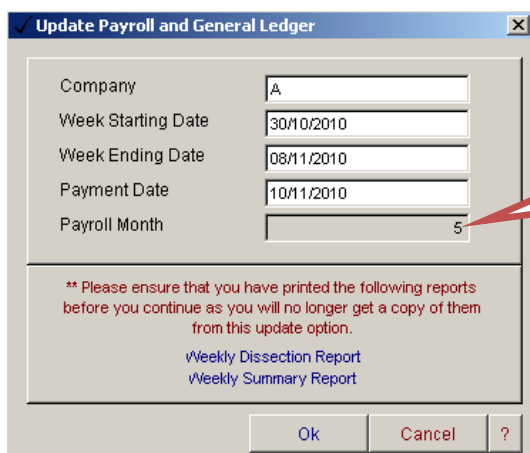
Enter the processing date, the period ending date and select a drive path to save the file to, then select OK.



This file can then be selected through your banking software for processing of pays. Norcom does not support banking software so please contact your bank on how to use their program.

UPDATE PAYS TO GENERAL LEDGER

Update Pays to General Ledger – Check the company is the correct one that you want to update. Make sure that the month showing on the update screen is relative to the week ending date. For example, if the pay is for July, the month should be 1; August should be month 2 and so on. The general ledger update process will roll all the current pays into a monthly history file.



***Note:** The week ending date is the date that will update to the general ledger so the month number **must** correspond to the week ending date*

Select update payroll to general, you will need to enter a week ending date. Select OK. The payroll will be updated to general ledger in Accountmate and the payroll data cleared out ready for processing of the next payroll.

As a final check, preview a Weekly Summary report again, if the pay has been updated, there will be no report to display.

PRINT ENTITLEMENTS REPORT

The entitlements report will only show what entitlements have accrued as at the time the report is run, therefore it is recommended as part of the payroll process, a report is printed off after each pay run has been updated to the general ledger and kept on file.

ENTER NETT WAGES TO CASHBOOK

The final step required for entering of a weekly pay run is to enter the banking. This can be done as a cashbook entry or a journal and the general ledger code to be used will be the payroll control account code. When the cashbook entry or journal has been updated to the general ledger, go into the general ledger menu, show account inquiry and run a report for the current fiscal month and year and select only the payroll control account.

The balance on the report for the end of the pay week entered should always be nil. The exception would be when the pay week ending date is the end of one month and the pay date is the beginning of the next month.

RECONCILE WAGES CLEARING ACCOUNT, PAYG ACCOUNT

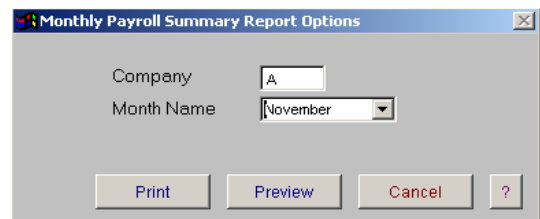
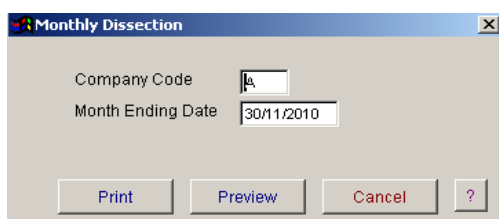
It is advisable that the data from the payroll system is reconciled to the general ledger, to ensure that information has been allocated to the correct general ledger accounts. For example in the general ledger all accounts that make up the gross pay should agree with the gross pay on the weekly summary and dissection reports, this could be made up of administration wages, driver wages, workshop wages, etc. The PAYG similarly should agree with the general ledger inquiry for the employee tax for the same period.

END OF MONTH

After the last pay for the month has been entered and updated you will need to roll the end of month to clear out the current monthly files and roll them into a yearly history file.

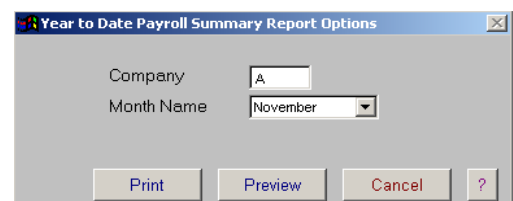
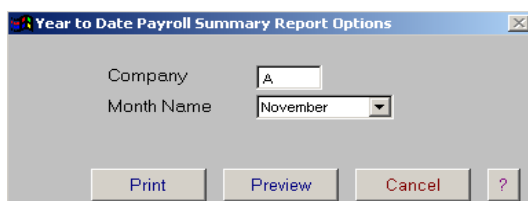
The timing of this end of month roll over is very important to keep the payroll history reports and the general ledger reports consistent. Whatever the pay week ending day is, the end of month should be done on the last one of the month, e.g. Friday, then do it as of the last Friday of the month.

- **Firstly, print Monthly Dissection report and Monthly Summary report**



The monthly dissection and summary reports must be printed **after** updating the pays to general ledger. This report lists employee code, employee name, rate of pay, deductions, allowances, gross, tax and net pays. This report is subtotalled for employees and totalled for company figures.

- **Print a Yearly Dissection report and a Yearly Summary report**



The yearly dissection and summary reports must be printed after updating the pays to general ledger. This report lists employee code, employee name, rate of pay, deductions, allowances, gross, tax and net pays. This report is subtotaled for employees and totalled for company figures and is an aggregate of the year to date figures.

Note: You should balance the YTD payroll dissection with the one printed in the previous month to make sure that all information equals the previous dissection plus the current monthly dissect.

- **Print the Superannuation Guarantee report for the month**

This report has one page per Superannuation Fund, can be run for a single month or multiple months if reporting quarterly and lists the employee code and name, super fund name and account details, number of weeks included and finish date if the employee has ceased employment, and differentiates between SGA, extra super (personal contributions) and salary sacrifice, making reconciling and payment of superannuation simple. By selecting the 'save as' option, the report can be exported to an Excel file.

- **Print the Show Entitlements report**

Employee	Annual Leave	Personal Leave	RDO's	Long Service Leave
100 JOE BLACK	0.28800	0.09210	0.00000	0.04620
11 JOCK GREEN	2.00000	2.00000	2.00000	2.00000
8 IAN GLEESON	3.07600	1.22800	0.00000	0.61600
9 GLENDA BROWN	12.30400	4.92400	0.00000	2.46000

The entitlements report will only show what entitlements have accrued as at the time the report is run, therefore it is recommended as part of the payroll process, a report is printed off after each pay run has been updated to the general ledger and kept on file. There is an option to exclude employees with zero balance entitlements and to show entitlements dollar value on report.

- **Roll over End of Month.**

The end of month option will close off the current month, roll the monthly accumulated pays into the yearly history file and increase the month number in the company records by one. Each company must be done individually. The end of month option must only be done at the close off time for the month and only done once.

- As a final check that the end of month has been done correctly, preview a monthly summary report again. If there is no report to display, then the end of month has been completed.
- Another check that can be done is to go into the Company records in the Utilities menu to check that, on the 'Accounts' tab, the payroll month has been advanced by 1.

REPORTS

There are many reports that can be created within the Paymate system, drawing information from the employee records and the payroll history and can be used in the recording of Trucksafe and Fatigue Management reporting.

Expiries:

- Drivers Licence Expiry
- Dangerous Goods Licence Expiry
- Forklift Licence Expiry
- Trucksafe Medical Licence Expiry
- Dangerous Goods Medical Expiry

Employee:

- Employee Incident Reports
- Employee Training Reports
- Employee Authorisation Report
- Employee Logbook Details
- Employee Checklist Details
- Employee Bank Details
- Employee Card Print
- Employee Work Period Details

Payroll:

- Payroll Detailed History
- Payroll Summary History
- Payroll Other Pays History
- Payroll Additions/Deductions History
- Payroll PAYG Payment Summary
- Payroll Combined History Report
- Payroll YTD Summary
- Payroll Audit Report
- Payroll Department Summary
- Payroll Physical Hour History
- Payroll Leave History
- Time Sheet Details

PAYROLL PAYG PAYMENT SUMMARY PRINT INSTRUCTIONS

The following pages are an outline of how to prepare and lodge employee PAYG summaries from Paymate.

The Australia Tax Office will not accept certain characters in some fields so you may need to change some of the data in your system (tax file numbers, address details, etc.) before you are able to send them the file. Please find below some of the details on what is required by the Australian Tax Office to ensure the file is accepted. For a full list of details please contact the Australian Tax Office.

There is a button on the PAYG Payment Summary option to check data for errors but it will **NOT** locate all of the errors in the file. The Australian Tax Office will only accept Plain Paper PAYG Payment Summaries if you create a file and send it to them.

PLEASE NOTE: PAYG Payment Summaries process MUST completed BEFORE a Payroll End of Year is done. A Payroll End of Year can NOT be reversed as the data is purged from the current year file.

Before you can print your payment summaries please read the instruction below to ensure that you have setup all master files correctly.

VALIDATION RULES SET BY THE AUSTRALIAN TAXATION OFFICE

Address Details - Please ensure that only the following characters are used in the address details. A-Z, 0-9, space & / apostrophe, ", and hyphen. Please make sure that there are no full stops. Suburb, state and postcode details are to be in correct fields not in the first address line.

Tax File Numbers - Must contain numbers only. No Spaces or other characters. E.g. 123-456-789 is not acceptable. It must be 123456789

ABN - No spaces. Numbers only

If you report to the Australian Taxation Office via the website portal, you are able to check the EMPDUPE file for validation. If you do not use the web portal, you can download a program from the ATO web site to test the data fully to make sure that it will be accepted. The web site address to download this program is - <http://eci.ato.gov.au/download/download.htm>
Please read the details carefully to ensure you understand how to download the information.

SETTING UP TO PRINT THE PAYG PAYMENT SUMMARIES

1. **Employee Master File** - You must have a surname and first name entered for all of your employees. To do this, go into your employee master file, display on your employee, edit the details and put the surname and first name in.
2. **Additions / Deductions**. You must ensure that all of the additions / deductions that you wish to show on the PAYG Payment summary have been selected to show. To do this, go into your additions / deductions master, display on the record and make sure that there is a tick in the box next to the words 'Show on PAYG Payment Summary'. A list of allowances to show on the PAYG can be obtained from the ATO website.
3. **Pay Types** – Three new record types have been added to your system. These are –
 - **FBT** – Reportable fringe benefits amount.
 - **CDEP** - Salary or Wages paid to the payee from a Community Development Employment Project wages grant.
 - **Other** - Amounts of exempt income and / or foreign source salary and wage income.

These pay types must be selected to not show on the PAYG Payment summary. If they are selected to show and they are after tax allowances, they will show on the allowance section of the PAYG Payment Summary as well as in the separate dollar figures on the form. For more information on these types of pay types, please contact the ATO.

4. **Company Master File** – You will need to enter a branch number. The branch number is the number that you are supplied by the ATO if you have one business but multiple branches. Each branch has a different branch number. If you are unsure about this please contact the ATO. You can enter the branch number in the company record in the utilities menu.

WHAT YOU WILL SEE ON THE PAYG PAYMENT SUMMARIES

Year Ending – You will enter this information in when you print your PAYG Payment summaries.

Payer's ABN – Will be your company ABN number. This will come from your company master file.

Branch Number – Will be your company branch number. This will come from your company master file. If you do not have a branch number, enter 001.

Payer's Name – Will be your company name. This will come from your company record.

Reportable Fringe Benefits Amount – The amount that will print here will be calculated from the additions / deductions entered for the record type FBT for an employee. This amount will only print if it is greater than \$2000.00.

Payee's Tax File Number – This information will come from your employee master file.

Payee's Date of Birth – This information will come from your employee master file.

Payee's Surname – This information will come from your employee master file.

Payee's First Name – This information will come from your employee master file.

Payee's Address – This information will come from your employee master file.

Period during which payments were made – This will be the employee start and end date or, the fiscal year start and end date, depending on whether the employee started/ended in the current financial year.

Total Tax – This will be the total tax withheld for the employee. This will include any extra tax you have entered in as an addition / deduction.

Total Tax in Words – This will be the total tax in words. If the tax withheld exceeds 99999.99 then you will have to hand write this information in.

CDEP Salary or Wages – This amount will come from any allowances allocated against the record type 'CDEP' for the employee.

Other Income – This amount will come from any allowances allocated against the record type 'Other' for the employee.

Allowance section – Only allowances after tax and that have been selected to show on the PAYG Payment summary will show in here. If the number of allowances exceeds 4 then the word 'Various' will show in here with a total amount of all the allowances after tax in the total allowance section.

Lump Sum Payments – These figures will come from your employee master file.

Gross Payments – This is the total gross payment for the employee excluding allowances entered in against the record type 'Other', allowances entered in against the record type CDEP and

allowances after tax. If you have entered in allowances for the record type FBT or Union and you have allocated these as after tax allowances then these figures will be added to the gross payment.

Union Name – The union name will come from your employee master file.

Union Amount - This amount will come from any allowances allocated against the record type 'Union' for the employee.

Authorised Person – You will enter this information in when you print your PAYG Payment summaries. Please check with the ATO to see if you can print the name or if you will need to sign the forms.

HOW TO PRINT PAYG PAYMENT SUMMARIES

Screen Sample

After ensuring that all of your master files have been setup correctly you can now do a test run of your payment summaries.

To do this –

1. Select the option in the reports menu called Payroll PAYG Payment Summary and the screen above will display. You have the ability to select the company and the employee or all.
2. Check the data for errors. This will compile a list of possible errors that will need to be fixed before a file can be created for the ATO.
3. View report. This will display the report generated in 2 above.
4. File Validation Information - on screen summary of ATO validation requirements.

5. Enter the year ending date and select to print on A4 paper. You can either print or preview this information.
6. Check to ensure that each PAYG Payment Summary is correct for each employee. You can print these as many times as you like, up until you create the final file for the ATO and do a payroll end of year.
7. Once you are happy that all of the PAYG Payment summaries are correct you can print them on plain paper.
8. Create file to send to ATO, via the ATO website portal or via magnetic media.

CREATE A FILE TO SEND TO THE ATO

File Names

The file name of the file that goes to the ATO must be EMPDUPE.Ann.

The nn=the file number. Eg. if you only have one file that is to be sent to the ATO the file name will be EMPDUPE.A01. If you have more than one file then you will need to change the file name of the second file to EMPDUPE.A02, and the third file will be EMPDUPE.A03 etc.

The file will be saved into a directory within the Transmate directory called ATO_FILES. You will need to copy these files to a disc and send them to the Tax Office or upload directly via the ATO website portal.

Please Note

The Australian Tax Office will only accept Plain Paper PAYG Payment Summaries if you create a file and send it to them.

Alterations can be made to the PAYG summaries if the information is found to be incorrect, by altering them in the utilities menu, in the option called YTD Adjustments.

You **MUST** print the payment summaries **BEFORE** you do a **PAYROLL END OF YEAR**. If you do an end of year before you print the PAYG payment summaries it cannot be reversed and you will not be able to reprint the summaries.

PAYROLL EOY PROCEDURES CHECKLIST

1. Enter your last pay run for the current financial year.
 2. Print weekly dissection report.
 3. Print weekly summary report.
 4. After balancing weekly pay
 5. Update pays to the general ledger.

 6. Print Monthly summary report.
 7. Print Monthly dissection report.
 8. Reconcile monthly pays to general ledger
 9. Do a payroll end of month.

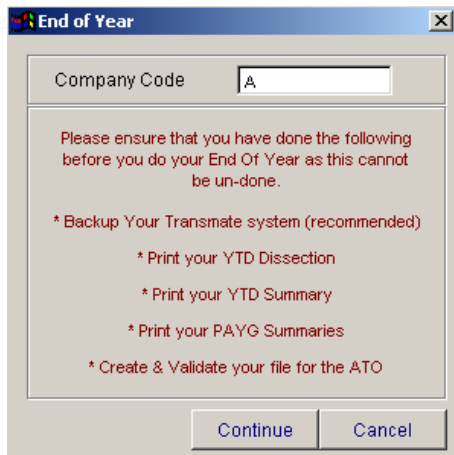
 10. Print YTD Summary report.
 11. Print YTD Dissection report.
 12. Print PAYG Payment Summaries. Create ATO file, check file for validation errors, if no errors found proceed to 13 **OR** 14.
 13. Create ATO file and complete appropriate magnetic media form to accompany file to ATO if sending via mail.
- OR**
14. Upload EMPDUPE file to the ATO via the website portal.

If all correct, do Payroll End of Year.

END OF YEAR

PAYROLL END OF YEAR CANNOT BE REVERSED. PLEASE ENSURE ALL PAYROLL DATA IS CORRECT BEFORE PROCEEDING.

The end of year option will close off the current year and roll over into the next fiscal year. An end of year cannot be done if there are still transactions for that fiscal year waiting to be updated to general ledger. Each company must be done individually. The end of year option must only be done at the close off time for the year and only done once.



Ensure that an end of month has been rolled after the final pay for the year. The end of year option will close off the current year and purge the data from the year to date file, all pay history will remain for reporting purposes. End of year for each company must be done individually, at the close off time for the end of year and only done once.

- As a final check that the end of year has been done correctly, in the payroll processing menu, preview a yearly summary report again. If there is no report to display, then the end of year has been completed correctly.

Do not forget to do your END OF YEAR before you enter pays for the new financial year to avoid data being included in the wrong financial year.

Please contact the Australian Taxation Office for further information on creating your PAYG Payment summaries on Disc.

Norcom Information Technology Pty. Ltd. will not be held responsible for invalid data files sent to the Australian Taxation Office.